

Charles E. Nash Elementary School

2017, 2016 Children at Risk Gold Ribbon School

2015 National Excellence in Urban Education Award

2014 National Blue Ribbon School

**A Texas Education Agency RECOGNIZED School
(2001-2003; 2004-2007; 2008-2009; 2011-2013)**

**A Texas Business and Education Coalition (TBEC)
HONOR ROLL SCHOOL (2006-2008)**

A Title I Distinguished Performance School (2007-2008; 2009-2011)

A Texas Education Agency EXEMPLARY School (2007-2008; 2009-2011)



Elementary Student Handbook

2019-2020

Mrs. Blanca M. Galindo, Principal
Mr. Christine Hooser-Kelley, Assistant Principal

Where Every Student Matters

TABLE OF CONTENTS

Section I: **Important Information for Parents**

Your Involvement as a Parent	pg. 4
Grading Guidelines	pg. 5
Medicine At School	pg. 5
Student/Parent Concerns	pg. 5
Student Records	pg. 5
Testing	pg. 6
State Assessments	pg. 8
Release Of Students From School	pg. 9
Early Dismissals	pg. 9
Late Arrivals	pg. 9
Withdrawals	pg. 9
Parties in the Classroom	pg. 9

Section II: **Curriculum-Related Information**

Daily Schedule(s)	pg. 10
Computer Resources	pg. 10
Counseling Services	pg. 10
Extra-curricular Activities, Clubs, & Organizations	pg. 10
Homework	pg. 10
Retention	pg. 11
Special Programs	pg. 11
Textbooks	pg. 11

Section III: **Other General Information & Requirements**

Attendance	pg. 12
Policies	pg. 12
Make-Up Work	pg. 13
Communicable Diseases/Conditions	pg. 13
Bacterial Meningitis	pg. 13
Conduct	
Applicability Of School Rules	pg. 14
Personal Equipment	pg. 15
Harassment	pg. 15
Dress & Grooming	pg. 16
Immunizations	pg. 16
Accident Insurance	pg. 16
Drills: Fire, Tornado, & Other Emergencies	pg. 16
Emergency Medical Treatment & Information	pg. 17
Emergency School Closing Information	pg. 17
School Facilities	
School Hours	pg. 17
Use By Students Before & After	pg. 17
Cafeteria Services	pg. 18
Library	pg. 18
Transportation	
School Sponsored	pg. 18
Buses	pg. 18
Visitors	pg. 19
Directory Information	pg. 19
Referral or screening system for support services	pg. 20
Parent School Compact	pg. 21
Acknowledgement Form	pg. 22

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OUR MISSION

Preparing ALL students for success in college, career, and community leadership.

Dear Students and Parents:

We, the faculty and staff of Charles E. Nash Elementary School, want to welcome you to school year 2019–2020! Teachers and other school staff members want this year to be an especially good one for your child. For this to happen, we all have to work together.

The Charles E. Nash Elementary School Student Handbook contains information that both students and parents are likely to need during the school year. The handbook is divided into three sections:

- The first, especially for parents, with information all parents will need about assisting their children and responding to school-related issues;
- The second for students and their parents, to provide valuable information about programs, extracurricular and other activities; and
- The third, general information regarding school operations and requirements.

Parents and students should also become familiar with the Fort Worth Independent School District's Student Code of Conduct, required by state law and intended to promote school safety and an atmosphere for learning.

The Student Handbook is designed to be in harmony with Board policy and the Student Code of Conduct. Please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. Changes in policy that affect Student Handbook provisions will be made available to students and parents through newsletters and other communications.

Please review the entire handbook with your child and keep it as a reference during this school year. If you (or your child) have questions about any of the material in this handbook, please contact a teacher, the counselor, or the principal. Also, please complete and return the acknowledgment form, so that we have a record that you have received a copy of this handbook. Please note that references to alphabetical policy codes are included so that parents can refer to current policy. A copy of the District's Policy Manual is available in the school library and on-line.

We thank you in advance for your cooperation regarding the education and safety of your child.

Sincerely,

Blanca M. Galindo

Blanca M. Galindo
Principal

Christine Hooser-Kelley

Christine Hooser-Kelley
Assistant Principal

Notice of Non-Discrimination

The Fort Worth Independent School District does not discriminate on the basis of race, color, religion, national origin, sex, disability, sexual orientation, age, gender identity and expression, and military/veteran status in its programs and activities. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title IX Coordinator

*Rufino Mendoza, Executive Director, Employee Relations
100 North University Drive, Fort Worth, TX 76107
817.814.2793*

ADA/Section 504 Coordinator

*June Davis, Director of Special Programs
100 North University Drive, Fort Worth, TX 76107
817.814.2878*

Title VII Coordinator

*Sammy Monge, Chief of Human Capital Management
100 North University Drive, Fort Worth, TX 76107
817.814.2724*

SECTION I

YOUR INVOLVEMENT AS A PARENT

A child's education succeeds best when there is a strong partnership between home and school, a partnership that thrives on communication. Your involvement in this partnership may include:

- Encouraging your child to put a high priority on education and working with your child on a daily basis to make the most of the educational opportunities the school provides.
- Becoming familiar with all of your child's school activities and with the academic programs, including special programs, offered in the District. Discuss with the counselor or principal any questions you may have about the options and opportunities available to your child. Monitor your child's academic progress and contact teachers as needed.
- Attending scheduled conferences and requesting additional conferences as needed. To schedule a telephone or in-person conference with a teacher, counselor, or principal, please call the school office at 817-814-9400 for an appointment. A teacher will usually return your call or meet with you during his or her conference period or at a mutually convenient time before or after school.
- Exercising your right to review teaching materials, textbooks, and other aids, and to examine tests that have been administered to your child.
- Removing your child temporarily from the classroom when an instructional activity conflicts with your religious or moral beliefs. The removal cannot be for the purpose of avoiding a test and may not extend for an entire semester. Further, your child must satisfy grade-level requirements as determined by the school and by the Texas Education Agency.
- Becoming a school volunteer. For further information, see board policy GKG and contact the office at 817-814-9400.
- Participating in campus parent organizations. Parent organizations include: the Charles E. Nash Elementary School Parent-Teacher Association.
- Offering to serve as a parent representative on the District-level or campus-level planning committees that assist in the development of educational goals and plans to improve student achievement. For further information, see board policies at BQA and BQB.
- Attending Board meetings to learn more about District operations. Board meetings are held on the second and fourth Tuesday of each month, unless otherwise provided by the Board. [See board policies BE and BED for more information.]

GRADING GUIDELINES

A student must be present at least eleven days in a six-week reporting period in order to receive grades for the current six weeks. Pre-Kindergarten and Kindergarten reports to parents are also sent home every reporting period but do not consist of numerical grades.

Grade reports for grade levels one through five are based on the following numerical breakdown:

90-100	Outstanding Progress
89-80	Good Progress
79-70	Satisfactory Progress
69 & Below	Failing

MEDICINE AT SCHOOL

Certification by the physician or dentist that the medication is necessary is required in order for the student to remain in school. In the absence of such necessity as certified by the physician or dentist, no medication of any kind shall be administered to any student.

Medication brought to school must be in a labeled container and delivered to the school nurse. It will be kept in a locked cabinet.

STUDENT OR PARENT CONCERNS

Usually student or parent concerns can be addressed simply—by a phone call or a conference with the teacher. For those complaints and concerns that cannot be handled so easily, the District has adopted a standard complaint policy at FNG (LOCAL) in the District’s policy manual.

STUDENT RECORDS

Both federal and state laws safeguard student records from unauthorized inspection or use and provide parents and “eligible” students certain rights. For purposes of student records, an “eligible” student is one who is 18 years or older.

The law specifies that certain general information about FWISD students is considered “directory information” and will be released to anyone who follows procedures for requesting it. That information includes:

- A student’s name, address, telephone number, and date and place of birth.
- The student’s photograph, participation in officially recognized activities and sports, and weight and height of members of athletic teams.
- The student’s dates of attendance, grade level, enrollment status, honors and awards received in school, and most recent school previously attended.

The parent or an eligible student may prevent release of any or all directory information regarding a student. This objection must be made in writing to the principal within ten school days after the parent has been provided this notice.

Virtually all information pertaining to student performance, including grades, test results, and disciplinary records, is considered confidential educational records. Release is restricted to:

- The parents—whether married, separated, or divorced—unless parental rights have been legally terminated and if the school is given a copy of the court order terminating these rights. Federal law requires that, as soon as the student becomes eligible, control of the records go to the student. However, the parents may continue to have access to the records if the student is a dependent for tax purposes.
- District staff members who have what federal law defines as a “legitimate educational interest” in a student’s records.
- Various governmental agencies or in response to a subpoena or court order.
- A school to which a student transfers or in which he or she subsequently enrolls.

TESTING

In order for students to do their best on any test, they must be comfortable and alert. Parents are encouraged to be aware of their child’s schedule and to assure that the child comes to school every day—but especially on test days—after:

- A good night’s sleep;
- A good breakfast; and
- Dressing for the weather or for the temperature inside the classroom.

State Assessment

In addition to routine testing and other measures of achievement, students at certain grade levels will take state assessment tests in the following subjects:

- Mathematics, annually in grades 3–5, without the aid of calculators
- Reading, annually in grades 3–5
- Writing, including spelling and grammar, in grade 4
- Science, in grade 5

Test results will be reported to students and parents; parents may review any assessment test that has been given to their child.

Under Texas law, fifth grade students must pass both STAAR Reading and Math assessments in order to be promoted to Grade 6. If a student in grade 5 does not pass the required tests, two additional opportunities will be provided to retake the test and pass for promotion.

RELEASE OF STUDENTS FROM SCHOOL

Early Dismissals

Students' school hours are 7:50 a.m. to 3:05 p.m. for Kindergarten through fifth grade. Pre-K students' hours are from 7:50 a.m. to 2:15 p.m. Early dismissal of students is discouraged because students miss valuable instruction. However, for those occasions when an early dismissal is unavoidable, students must be dismissed from the office **and early dismissals are not approved after 1:45 for Pre-K students and after 2:45 for grades K-5. Students will not be released directly from class without a dismissal from the office, and students will not be released to anyone whose name is not on the student's emergency card or under the age of 18.** Proper identification such as a driver's license must be shown before students will be released. **Excessive early dismissals are handled like excessive absences. Ten or more early dismissals will be reported to the attendance court. For your child's safety, NO early dismissals are given over the phone.**

A student who becomes ill during the school day should, with the teacher's permission, report to the school nurse. The nurse will decide whether or not the student should be sent home and will notify the student's parent.

Late Arrival to School

Students are considered tardy if they are not in their seats in their classrooms at 7:50 a.m. Students will have to get a tardy pass at the office before teachers will allow them to enter their classrooms. Students must obtain a pass from the office when they are late. See attached school board policy for more information.

Withdrawal from School

A student under 18 may be withdrawn from school only by a parent. **The school requests notice from the parent at least one day in advance so that records and documents may be prepared.** A withdrawal form may be obtained by the parent from the principal's office.

Parties in the Classroom

The parent must make prior arrangements with the teacher at least two days in advance to bring either birthday cupcakes or cookies for an individual child the last 15 minutes of the school day. Balloons, goodies bags and/or gifts are not allowed.

Personal birthday party invitations given at school must be passed out to every child in the class.

Classrooms are allowed to have school-sponsored parties at Winter Break, Valentine's Day, and at the end of the year. The parties are to be 30 minutes of the instructional day.

***Note: All food serve in the classroom must arrive prepackaged and unopened (Fort Worth City Ordinance and FWISD Board Policy FFA <LOCAL>).

SECTION II

CURRICULUM-RELATED INFORMATION

This section of the handbook contains pertinent requirements for academics and activities.

DAILY SCHEDULES

Breakfast: 7:20-7:45 a.m.

First Bell: 7:45 a.m.

Second Bell: 7:50 a.m. Start of School (students not in class will have to receive a tardy pass from the office)

Dismissal times: Pre-K: 2:15 p.m.

K-5th: 3:05 p.m.

COMPUTER RESOURCES

To prepare students for an increasingly computerized society, the District has made a substantial investment in computer technology for instructional purposes. Use of these resources is restricted to students working under a teacher's supervision and for approved purposes only. Students and their parents will be asked to sign a user agreement (separate from this handbook) regarding use of these resources; violations of this agreement may result in withdrawal of privileges and other disciplinary action.

[For additional information, see board policy CQ.]

Counseling

The school counselor is available to assist students with a wide range of personal concerns, including such areas as social, family, or emotional issues. The counselor may also make available information about community resources to address these concerns. You can reach our school counselor, Robin Whitehead, by calling 817-814-9400.

EXTRACURRICULAR ACTIVITIES, CLUBS, AND ORGANIZATIONS

Participation in school and school-related activities is an excellent way for a student to develop talents, receive individual recognition, and build strong friendships with other students; participation, however, is a privilege, not a right.

Student Council for 4th -5th graders

Texas Ballet Theatre for 1st - 4th graders

Fort Worth After School Program 3rd – 5th graders

HOMEWORK

Homework is due when required by the teacher. A student who is absent has one makeup day to turn in homework assigned for each day of absence.

RETENTION

Please be aware that the state requires all fifth graders a satisfactory performance on the reading and math exams, called the State of Texas Assessment of Academic Readiness (STAAR). It will be required for promotion. A student who does not perform satisfactorily will participate in special instructional programs designed to help improve performance and will also have additional opportunities to take the test. If the student fails a second time, a grade placement committee, consisting of the principal or designee, the teacher, and the student's parent, will determine the additional special instruction the student will receive. After a third failed attempt, the student will be retained. The parent may appeal this decision to the grade placement committee. Whether the student is retained or promoted, an educational plan for the student will be designed for the next school year to enable the student to perform at grade level.

[For further information, see board policies at EHBC, EI, and EIE.]

SPECIAL PROGRAMS

The District provides special programs for gifted and talented students, bilingual students, migrant students, students with limited English proficiency, dyslexic students, and students with disabilities. The coordinator of each program can answer questions about eligibility requirements, as well as programs and services offered in the District or by other organizations. A parent with questions about these programs should contact the principal.

TEXTBOOKS

State-approved textbooks are provided free of charge for each subject or class. Books must be covered by the student, as directed by the teacher, and treated with care. A student who is issued a damaged book should report the damage to the teacher immediately. Students will be expected to reimburse the school for lost textbooks or materials so that they can be replaced for future use by other students. Please check with your child's homeroom teacher if this should occur.

SECTION III

OTHER GENERAL INFORMATION AND REQUIREMENTS

Topics in this section of the handbook contain important information regarding school operations and requirements.

ATTENDANCE

Regular school attendance is essential for the student to make the most of his or her education—to benefit from teacher-led activities, to build each day’s learning on that of the previous day, and to grow as an individual. Absences from class may result in serious disruption of a student’s mastery of the instructional materials; therefore, the student and parent should make every effort to avoid unnecessary absences. Two state laws, one dealing with compulsory attendance, the other with attendance for course credit, are of special interest to students and parents.

Policies

District-wide procedures regarding “Letter Notification and Court Action”

- The school will generate a letter of notification to the parent(s) on the third unexcused absence. The pyramid Stay-in-School coordinator will make home visits to check on the student to see why he/she has missed school.
- On the fourth day, if the child has not returned to school and the absence is still unexcused, the school will file a letter with the assistant district attorney for the child’s parent/parents to meet with the assistant district attorney, the Stay-in School-officer, the attendance control officer/coordinator and the principal to discuss the student’s absences.
- The school will request that the Attendance Control Office send a warning letter on the fifth unexcused absence. A copy of the letter will be kept on file.
- The school will file a request for court action on the tenth unexcused absence within a six-month period. This request will be filed on the fifth unexcused absence following the warning letter.
- Once the school requests that court action be taken by the Attendance Control Office, no changes can be made to alter the status of that student’s attendance profile.

Truancy may also result in assessment of penalties by a court of law against both the student and his or her parents. A complaint against the parent may be filed in the appropriate court if the student:

- Is absent from school on ten or more days or parts of days within a six-month period in the same school year, or
- Is absent on three or more days or parts of days within a four-week period.

Make-up Work

For any class missed, the teacher may assign the student make-up work based on the instructional objectives for the subject or course and the needs of the individual student in mastering the essential knowledge and skills or in meeting subject requirements.

A student will ordinarily have one day for each day's absence (excused and unexcused) to make up work missed. A student who has an unexcused absence will be encouraged to make up work missed; a 10-point penalty will be applied. (Board Policy FDD Local, p. 1 of 5)

A six weeks or nine-weeks "Incomplete" ("I") grade due to excused absences must be made up within the next reporting period, or the missing work will be given zero ("0") credit and will be averaged with the other work.

COMMUNICABLE DISEASES / CONDITIONS

To protect other students from contagious illnesses, students infected with certain diseases are not allowed to come to school while contagious. Parents of a student with a communicable or contagious disease should phone the school nurse or principal so that other students who might have been exposed to the disease can be alerted.

[Further information may be found at board policy FFAD.]

Bacterial Meningitis

State law requires the District to provide the following information:

WHAT IS MENINGITIS?

Meningitis is an inflammation of the covering of the brain and spinal cord. It can be caused by viruses, parasites, fungi, and bacteria. Viral meningitis is most common and the least serious. Bacterial meningitis is the most common form of serious bacterial infection with the potential for serious, long-term complications. It is an uncommon disease, but requires urgent treatment with antibiotics to prevent permanent damage or death.

WHAT ARE THE SYMPTOMS?

Someone with meningitis will become very ill. The illness may develop over one or two days, but it can also rapidly progress in a matter of hours. Not everyone with meningitis will have the same symptoms.

Children (over one year old) and adults with meningitis may have a severe headache, high temperature, vomiting, sensitivity to bright lights, neck stiffness or joint pains, and drowsiness or confusion. In both children and adults, there may be a rash of tiny, red-purple spots. These can occur anywhere on the body.

The diagnosis of bacterial meningitis is based on a combination of symptoms and laboratory results.

HOW SERIOUS IS BACTERIAL MENINGITIS?

If it is diagnosed early and treated promptly, the majority of people make a complete recovery. In some cases it can be fatal or a person may be left with a permanent disability.

HOW IS BACTERIAL MENINGITIS SPREAD?

Fortunately, none of the bacteria that cause meningitis are as contagious as diseases like the common cold or the flu, and they are not spread by casual contact or by simply breathing the air where a person with meningitis has been. The germs live naturally in the back of our noses and throats, but they do not live for long outside the body. They are spread when people exchange saliva (such as by kissing; sharing drinking containers, utensils, or cigarettes).

The germ does not cause meningitis in most people. Instead, most people become carriers of the germ for days, weeks, or even months. The bacteria rarely overcome the body's immune system and cause meningitis or another serious illness.

HOW CAN BACTERIAL MENINGITIS BE PREVENTED?

Do not share food, drinks, utensils, toothbrushes, or cigarettes. Limit the number of persons you kiss.

While there are vaccines for some other strains of bacterial meningitis, they are used only in special circumstances. These include when there is a disease outbreak in a community or for people traveling to a country where there is a high risk of getting the disease. Also, a vaccine is recommended by some groups for college students, particularly freshmen living in dorms or residence halls. The vaccine is safe and effective (85–90 percent). It can cause mild side effects, such as redness and pain at the injection site lasting up to two days. Immunity develops within seven to ten days after the vaccine is given and lasts for up to five years.

WHAT SHOULD YOU DO IF YOU THINK YOU OR A FRIEND MIGHT HAVE BACTERIAL MENINGITIS?

You should seek prompt medical attention.

WHERE CAN YOU GET MORE INFORMATION?

Your school nurse, family doctor, and the staff at your local or regional health department office are excellent sources for information on all communicable diseases. You may also call your local health department or Regional Texas Department of Health office to ask about meningococcal vaccine. Additional information may also be found at the web sites for the Centers for Disease Control and Prevention, <http://www.cdc.gov>, and the Texas Department of Health, <http://www.tdh.state.tx.us>.

CONDUCT

In order for students to take advantage of available learning opportunities and to be productive members of our campus community, each student is expected to:

- Demonstrate courtesy—even when others do not.
- Behave in a responsible manner, always exercising self-discipline.
- Attend all classes, regularly and on time.
- Prepare for each class; take appropriate materials and assignments to class.
- Meet District or campus standards of grooming and dress.
- Obey all campus and classroom rules.
- Respect the rights and privileges of other students, teachers, and other District staff.
- Respect the property of others, including District property and facilities.

- Cooperate with or assist the school staff in maintaining safety, order, and discipline.
- Avoid violations of the Student Code of Conduct.

Applicability of School Rules

To achieve the best possible learning environment for all our students, the Student Code of Conduct and other campus rules of behavior will apply whenever the interest of the District is involved, on or off school grounds, in conjunction with or independent of classes and school-sponsored activities. The District has disciplinary authority over a student:

- when a student commits a felony, as described by Texas Education Code 37.006, during the regular school day and while a student is going to and from school on District transportation.
- within 300 feet of school property.
- while a student is in attendance at any school-related activity, regardless of time or location.
- when retaliation against a school employee or volunteer occurs or is threatened, regardless of time or location.
- when criminal mischief is committed on or off school property or at a school-related event.

Personal Equipment

Personal belongings such as cell phones, radios, CD players, and other electronic devices and games are not allowed on the school campus. These will be confiscated and parents will be required to pay a \$15.00 fee each time the phone is confiscated.

Playground equipment is supplied by the school district, and personal equipment such as footballs, baseballs, etc. should not be brought to school. The school cannot be responsible for lost or damaged items. Any disciplinary action involving personal equipment will be in accordance with the Student Code of Conduct.

Harassment on the Basis of Race, Color, Religion, National Origin, or Disability

Students must not engage in harassment behaviors motivated by race, color, religion, national origin, or disability directed toward another student.

Students are expected to treat other students and District employees with courtesy and respect; to avoid any behaviors known to be offensive; and to stop these behaviors when asked or told to stop.

The District encourages parental and student support in its efforts to address and prevent harassment in any form in the public schools. Students and/or parents are encouraged to discuss their questions or concerns about the expectations in this area with a teacher, counselor, or principal.

A student who believes he or she has been harassed by another student or by a District employee is encouraged to report the incident to the teacher, counselor, or principal. The allegations will be investigated and addressed. A substantiated complaint against a student will result in

appropriate disciplinary action, according to the nature of the offense and the Student Code of Conduct.

DRESS AND GROOMING

The District's dress code is established to teach grooming and hygiene, prevent disruption, and minimize safety hazards. **Please refer to dress code flyer for more information on our website and the FWISD website.**

- The length of dresses/skirts/jumpers/shorts must be no shorter than 3 (three) inches above the knee.
- To prevent injury, sandals or flip-flops are not permitted because students need to wear footwear that is appropriate for use during P.E. All students K-5th grade have a 45-minute P.E. class or Music/Art during the school day.
- Baggy pants are not permitted. All pants/shorts must be belted, unless they have an elastic waistband.

IMMUNIZATION

A student must be fully immunized against certain diseases or must present a certificate or statement that, for medical or religious reasons, the student will not be immunized. The immunizations required are: diphtheria, rubeola (measles), rubella, mumps, tetanus, Haemophilus influenzae type B, poliomyelitis, hepatitis A, hepatitis B, and varicella (chicken pox). The school nurse can provide information on age-appropriate doses or on an acceptable physician-validated history of illness required by the Texas Department of Health.

Accident Insurance

Soon after school opens, parents will have the opportunity to purchase low-cost accident insurance that will help in meeting medical expenses, in the event of injury to their child.

Except for the purchase of insurance against bodily injury sustained by students while training for or engaging in interscholastic athletic competition or while engaging in school-sponsored activities on a school campus, the District, under state law, cannot pay for medical expenses associated with a student's injury.

TexCare Partnership/Children's Health Insurance

TexCare Partnership offers free low-cost health insurance for most Texas children from birth to 18 years through the NEW Medicaid program or the Children's Health Insurance Program (CHIP). Enrollment in Medicaid is for six months and in CHIP for 12 months. At the end of this enrollment period you must renew your coverage. Information will be sent to you in the mail when it is your time to renew. If you have any questions about renewal or applying for TexCare Partnership, please call **1-800-647-6558**.

Drills: Fire, Tornado, and Other Emergencies

From time to time, students, teachers, and other District employees will participate in drills of emergency procedures. When the alarm is sounded, students should follow the direction of teachers or others in charge quickly, quietly, and in an orderly manner.

Fire Drills

Continuous blaring	leave the building
1 bell	halt; stand at attention
3 bells	return to the room

Tornado Drills

1 continuous bell	students will move quietly but quickly to the designated locations
3 bells	return to classroom

Emergency Medical Treatment and Information

If a student has a medical emergency at school or a school-related activity when the parent cannot be reached, the school will need to have written parental consent to obtain emergency medical treatment and information about allergies to medications, etc. Therefore, parents are asked each year to complete an emergency care consent form. Parents should keep emergency care information up-to-date (name of doctor, emergency phone numbers, allergies, etc.). Please contact the school nurse to update any information.

Emergency School-Closing Information

An emergency closing form has been sent home for each student. It is very important that parents return this form to the school as soon as possible. This form advises the school personnel how your child will go home in the event of an emergency closing. If emergency instructions are not available, then the student will be sent home in the regular manner.

SCHOOL FACILITIES

Use by Students Before and After School

Certain areas of the school will be accessible to students before and after school for specific purposes. Students are required to remain in the area where their activity is scheduled to take place.

The following area is open to students before school

- 7:00 – 7:30 a.m. all students will wait in the school cafeteria
- 7:30 – 7:45 a.m.
 - kinder – 2nd grade will wait in the main hall;
 - 3rd – 5th grade students will wait outside their classroom doors
- 7:20 – 7:45 a.m. PreK students will wait in the cafeteria

Unless the teacher or sponsor overseeing the activity gives permission, a student will not be permitted to go to another area of the building or campus.

After dismissal of school in the afternoon, and unless involved in an activity under the supervision of a teacher, students must leave campus immediately.

Cafeteria Services

The District participates in the National School Meal Program and offers students nutritionally balanced lunches daily. Every student at our school will receive free breakfast and lunch regardless of their paying status.

Breakfast will be served from 7:20 – 7:45 a.m.

The following is the lunch schedule for

Pre-Kindergarten	10:30-11:00 a.m.
Kindergarten	10:45 -11:15 a.m.
First grade	11:00-11:30 a.m.
Second grade	11:15-11:45 a.m.
Third grade	11:30 a.m.-12:00 p.m.
Fourth grade	11:45 a.m.-12:15 p.m.
Fifth grade	12:00 -12:30 p.m.

Library

- The library is a learning laboratory with books, computers, magazines, and other materials available for classroom assignments, projects, and reading or listening pleasure.
- Materials can be checked out for one week at a time.
- Students will not be able to check out more books until the overdue ones are returned.
- When a book is lost or damaged, students are expected to pay the cost of the book.
- When in the library, students are expected to walk quietly and speak softly.

TRANSPORTATION

School Sponsored

Students who participate in school-sponsored trips are required to use transportation provided by the school to and from the event. The principal, however, may make an exception if the parent personally requests that the student be permitted to ride with the parent.

Buses

Students are expected to assist District staff in ensuring that buses remain in good condition and that transportation is provided safely. When riding school buses, students are held to behavioral standards established in this handbook and the Student Code of Conduct. Students must:

- Follow the driver's directions at all times.
- Enter and leave the bus in an orderly manner at the designated bus stop nearest home.
- Keep feet, books, band instrument cases, and other objects out of the aisle.
- Not deface the bus or its equipment.

- Not put head, hands, arms, or legs out of the window, hold any object out of the window, or throw objects within or out of the bus.
- Wait for the driver's signal upon leaving the bus and before crossing in front of the bus.

Misconduct will be punished in accordance with the Student Code of Conduct; bus-riding privileges may be suspended.

VISITORS TO THE SCHOOL

Parents and others are welcome to visit our school. **For the safety of those within the school and to avoid disruption of instructional time, all visitors must first report to the office. Before going to a classroom or cafeteria, all visitors must receive a visitor's pass by having their government issued identification scanned. The visitor sticker must be worn at all times.**

DIRECTORY INFORMATION

Certain information about district students is considered directory information and will be released to anyone who follows the school district's procedures for requesting it unless a parent objects, in writing, to the principal within ten (10) days after issuance of this notice. Directory information includes a student's name, address, telephone number, date and place of birth, participation in officially recognized sports and other activities, date of attendance, awards received in school, most recent previous school attended, and other similar information.

If you, as the parent or guardian of a minor student, object to the release directory information concerning your child, you must notify the school, in writing, within ten (10) days. No response is required unless you refuse to allow this information to be made public.

**Options and Requirements
For Providing Assistance to Students Who Have Learning
Difficulties or Who Need or May Need Special Education**

If a child is experiencing learning difficulties, the parent may contact the person listed below to learn about the district's overall general education referral or screening system for support services. This system links students to a variety of support options, including referral for a special education evaluation. Students having difficulty in the regular classroom should be considered for tutorial, compensatory, and other academic or behavior support services that are available to all students.

At any time, a parent is entitled to request an evaluation for special education services. Within a reasonable amount of time, the district must decide if the evaluation is needed. If evaluation is needed, the parent will be notified and asked to provide informed written consent for the evaluation. The district must complete the evaluation and the report within 60 calendar days of the date the district receives the written consent. The district must give a copy of the report to the parent.

If the district determines that the evaluation is not needed, the district will provide the parent with a written notice that explains why the child will not be evaluated. This written notice will include a statement that informs the parent of their rights if they disagree with the district. Additionally, the notice must inform the parent how to obtain a copy of the *Notice of Procedural Safeguards - Rights of Parents of Students with Disabilities*.

The designated person to contact regarding options for a child experiencing learning difficulties or a referral for evaluation for special education is:

Contact Person: Mr. Robin Whitehead

Phone Number: (817) 814-9400

APPENDIX I

Charles E. Nash Elementary Parent – School Compact

SCHOOL AGREEMENT:

The entire school staff will share the responsibility for improved student achievement; therefore, we will do the following:

- Hold parent/teacher conferences.
- Frequent communicates to families on their child's progress.
- Provide opportunities for families to participate in their child's class.
- Provide an environment conducive to learning.
- Respect the student, their families and the diverse culture of the school.
- Attend school functions.

School/Teacher Signature _____ Date: _____

PARENT/GUARDIAN AGREEMENT:

PARENT/GUARDIAN AGREEMENT:

I want my child to reach his/her full academic potential, therefore I will do the following to support my child's learning:

- Have on-going communication with my child's school; including parent-teacher conferences and volunteering in the classroom and school functions.
- See that my child attends school regularly and is punctual.
- Support the school staff and respects cultural differences of others.
- Establish a time and place for homework and checks it regularly.
- Monitor the use of electronics and media sites.
- Read with your child at least 5 times a week.
- Memorize math facts at least 5 times a week.

Parent/Guardian Signature _____ Date: _____

STUDENT AGREEMENT:

It is important that I do the best that I can; therefore I will do the following:

- Come to school each day on time with my homework completed.
- Work hard with a "yet" attitude.
- Believe that I can learn and I will learn.
- Obey school rules and expectations.
 - Be kind to others.
 - Ask for help.
 - Tell an adult when something bothers me or I are hurt as soon as possible.

Student Signature _____ Date: _____

APPENDIX II
ACKNOWLEDGMENT FORM

My child and I have received a copy of the Charles E. Nash Elementary School Student Handbook and the Student Code of Conduct for 2019-2020.

I understand that the handbook contains information that my child and I may need during the school year and that all students will be held accountable for their behavior and will be subject to the disciplinary consequences outlined in the code.

Print name of student: _____

Signature of student: _____

Signature of parent: _____

Date: _____